

# Parks & Recreation Commission



## REGULAR MEETING MINUTES

**Date:** 7/26/2017  
**Time:** 5:30 p.m.  
**Arrillaga Family Recreation Center**  
**700 Alma St., Menlo Park, CA 94025**

### A. Call To Order

Chair Stanwood called the meeting to order at 5:35 p.m.

### B. Roll Call

Present: Chair Stanwood, Vice Chair Johnson, Commissioner Baskin, Commissioner Harris, Commissioner Lane (arrived at 5:44 p.m.) Commissioner Staley and Commission Palefsky (arrived at 6:30 p.m.)

Absent:

Staff: Derek Schweigart, Assistant Community Services Director

### C. Public Comment

There was no Public Comment

### D. Regular Business

- D1. Accept Commission minutes for meeting of June 28, 2017 ([attachment](#))

**ACTION:** Motion and Second (Staley/Baskin) to accept the Parks and Recreation Commission meeting minutes of June 28, 2017; passes 5-1-1 (Commissioner Harris abstained; Commissioner Palefsky not present)

- D2. Nominate a Commissioner to Serve on the Transportation Master Plan Oversight and Outreach Committee ([Staff Report #17-019-PRC](#))

**ACTION:** Motion and Second (Harris/Lane) to nominate Commissioner Staley to serve on the Transportation Master Plan Oversight and Outreach Committee; Commissioner Staley accepted the nomination; passes 6-0-1 (Commissioner Palefsky not present)

- D3. Approve quarterly report on the Commission 2-Year Work Plan to the City Council ([attachment](#))

Public Comment

Pamela Jones addressed the Commission regarding item 1 of the Commission 2-Year Work Plan to the City Council

After discussion; the following action was taken:

**ACTION:** Motion and Second (Johnson/Staley) to approve the Commission 2-Year Work Plan to the City Council with the following changes: add information regarding the Belle Haven Pool Master Plan and add the recent nomination of Vice Chair Johnson to the Parks and Recreation Facilities Master Plan Update Consultant Review Committee; passes 6-0-1 (Commissioner Palefsky not present)

- D4. Provide feedback and input for the Burgess Park Snack Shack and Expansion project ([Staff Report #17-020-PRC](#))

Sam Sinnott from Sinnott & Co. gave a presentation on the Burgess Park Snack Shack Expansion project. Public Works Director, Justin Murphy, and Recreation Supervisor, Todd Zeo, were also present to respond to Commission questions. After discussion, no action was taken.

- D5. Parks and Recreations Facilities Tour

The purpose of this meeting is to tour parks and recreation facilities in Menlo Park and to familiarize commissioners on amenities and uses they provide to residents. The tour will include the Burgess Park Snack Shack as part of the expansion project proposal and both Nealon and Willow Oaks Parks to receive updates on capital improvement projects. The public is welcome to join the Commission on the tour if they wish to do so but must provide their own transportation. No action will be taken by the Commission while on the tour.

Adjourn the meeting prior to the tour. Times are approximate.

Burgess Park Snack Shack Presentation, 701 Laurel Street, 6:00 p.m.

Nealon Park, 800 Middle Ave., 7:00 p.m.

Willow Oaks Park, 490 Willow Road, 7:30 p.m.

## **E. Reports and Announcements**

- E1. Commissioner Reports

A Commissioner Report was not given

- E2. Community Services Director's update and announcements ([Staff Report #17-021-PRC](#))

Derek Schweigart gave the Commission the Community Services Director's update and announcements.

## **F. Informational Items**

- F1. Proclamation for July Parks and Recreation Month ([attachment](#))

Derek Schweigart shared with the Commission the Proclamation of the City Council recognizing July as Parks and Recreation Month.

**G. Adjournment**

Chair Stanwood adjourned the meeting at 6:56 p.m. prior to the scheduled tour.

Minutes prepared by Linda Munguia, Senior Office Assistant